

FUND	110	DEPARTMENT	12	DIVISION	610	ACTIVITY	50000
GENERAL		COMMUNITY GRIEVANCE					

BUDGET COMMENTS

The 1983 budget for the Community Grievance Office represents an increase of \$1,212 above the 1982 adopted budget.

Cost of the 6% salary improvement and longevity is \$3,182, however, due to not budgeting for the 27th pay period in 1983, the overall Personal Services account increase is \$1,367.

Contractual Services show a minor increase of \$40 due to increased costs for centrex service.

Commodities reflect an increase of \$5. Account 310 is decreased by \$470 based upon a review of past usage and economies made in this account. Account 350 includes \$600 for the installation of electrical circuits in this office.

No Capital Outlay is budgeted in 1983.

ACCOUNT CLASSIFICATION		ACTUAL 1981	BUDGET 1982	BUDGET 1983
PERSONAL SERVICES				
110 Salaries & Wages		\$ 42,365	\$ 49,018	\$ 50,385
TOTAL PERSONAL SERVICES		\$ 42,365	\$ 49,018	\$ 50,385
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		826	945	1,010
230 Transportation		--	300	300
240 Advertising		--	--	--
250 Insurance		--	--	--
260 Dues and Subscriptions		--	25	--
270 Professional Services		--	--	--
295 Other Contractual Services		--	--	--
TOTAL CONTRACTUAL SERVICES		\$ 826	\$ 1,270	\$ 1,310
COMMODITIES				
310 Office Supplies		\$ 745	\$ 1,320	\$ 850
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		--	--	--
350 Repair Parts - Buildings & Improvements		--	--	600
360 Operating Supplies - Equipment		--	--	--
370 Repair Parts - Equipment		75	125	100
390 Minor Apparatus and Tools		--	--	--
TOTAL COMMODITIES		\$ 820	\$ 1,445	\$ 1,550
CAPITAL OUTLAY				

FUND GENERAL	110	DEPARTMENT COMMUNITY GRIEVANCE OFFICE	12	DIVISION	610	ACTIVITY	50000
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WORK PROGRAM

The function of the Community Grievance Office is to assist citizens in receiving fair and equitable delivery of City services and to insure objective, accurate, and timely investigation and disposition of complaints. The Grievance Officer is empowered to serve as an impartial mediator in disputes and to be a member of a panel whose responsibility it is to investigate citizens' objections to conclusions reached by the Police Internal Investigation section. In addition, the Grievance Officer has been appointed by the City Commission to hear complaints alleging sexual harrassment by City employees.

A five-member Community Grievance Advisory Board is appointed by the Mayor and has the authority to hire a Grievance Officer and periodically review his performance.

The Community Grievance Office provides monthly statistical reports and narrative summaries to the Board of City Commissioners, the Community Grievance Advisory Board, and the Office of the City Manager.

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Community Grievance Officer	1	1	1	636	\$ 40,524	\$ 42,955
Secretary (P.T.-50%)	1	1	1	618/19	6,450	7,176
	—	—	—			
Subtotal	2	2	2		\$ 46,974	\$ 50,131
ADD: Longevity					229	254
27th Pay Period					1,815	--
TOTAL					\$ 49,018	\$ 50,385